

Texas A&M AgriLife Extension Service
HUB Office



SUBJECT: Supplemental Summary for FY 2014 Annual HUB Report for Agency 555

The Texas A&M AgriLife Extension Service (AgriLife Extension) remains firmly committed to increasing the utilization of Historically Underutilized Businesses (HUB). Our active participation in Economic Opportunity Forums, as well as, the Texas University HUB Coordinators Alliance, and the HUB Discussion Workgroup, provides important opportunities to meet prospective HUB vendors, network with other state agencies and share strategies for improving HUB participation.

AgriLife Extension, a founding member of the Texas A&M University System (TAMUS) Cooperative Mentor-Protégé Program, continues to actively seek both mentors and protégés to participate in the program.

In an effort to provide greater access for HUB businesses, AgriLife Extension continues to work closely with minority organizations, the local Small Business Development Center, and chambers of commerce to identify and assist qualifying businesses with the HUB certification process. During Fiscal Year 2014, the AgriLife Extension HUB Office has worked with numerous potential and existing HUB vendors; this includes not only providing state HUB Certification Packets, but also meeting with vendors to provide guidance regarding state purchasing in general, our agency purchasing processes, and the TAMUS Cooperative Mentor-Protégé Program.

A substantial percentage (45.7%) of AgriLife Extension's biddable purchases were made against existing contracts, such as: State Term contracts, TXMAS contracts, DIR contracts, TAMU System-wide contracts, and Cooperative contracts, as they represent the best value for the agency in both time and financial savings. A significant portion of our expenditures are for vehicles and vehicle maintenance, throughout the state, areas in which it is often difficult to find HUB vendors.

Through a cooperative effort, Texas A&M AgriLife's Purchasing Department and Administration have written agency purchasing procedures to require a minimum of six bids, four from HUB vendors, for all purchases in excess of \$10,000. For purchases under \$10,000, units are diligent in their efforts to place orders that fall below the bidding threshold with HUB vendors. For purchases requiring bids, 32% of the HUB vendors solicited provided competitive bids, with 42.87% resulting in awards.

In an effort to further promote the HUB Program internally, the agency has put into place an online training course. Additional trainings on the HUB Program are provided to faculty and staff located in College Station, as well as, at regional AgriLife Extension Centers, annually if needed.

The agency outreach activities during Fiscal Year 2014 include the following:

1. 77th Annual Texas State Conference of NAACP Units –Richardson – 10/11/1313
2. TAMUS – HUB Coordinators/Directors Meetings – San Antonio/Granbury – 12/10/13 & 6/3-4/14
3. Bexar County Contracting Conference – San Antonio – 12/11/13
4. 8th Annual Ft. Hood Regional Government Vendor Expo- Killeen – 2/14
5. TUHCA Quarterly Meeting s –San Marcos & Clearlake - 11/6/13 & 2/13/14
6. Procurement Connection Seminar and Expo – Beaumont – 2/20, 2014
7. Rio Grande Business Expo –Edinburg – 3/28/14
8. UT/UT System – 21st Annual HUB/SB Vendor Fair –Austin- 4/22/14
9. Access Spot Bid Fair – Irving- 5/12-13/14

Sincerely,

A handwritten signature in blue ink that reads "Dee Ann Schneider".

Dee Ann Schneider, C.T.P.M.
Director of Purchasing and HUB

A handwritten signature in blue ink that reads "Donna D. Alexander".

Donna D. Alexander
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